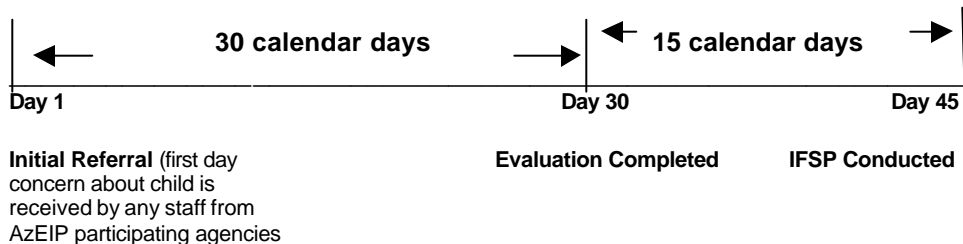


## TIMELINES FOR ELIGIBILITY DETERMINATION PROCESS

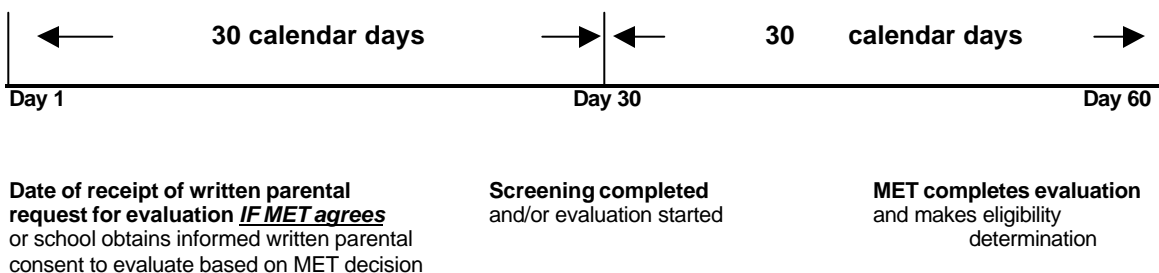
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### AzEIP Timelines for Children Birth to 3 Years Old



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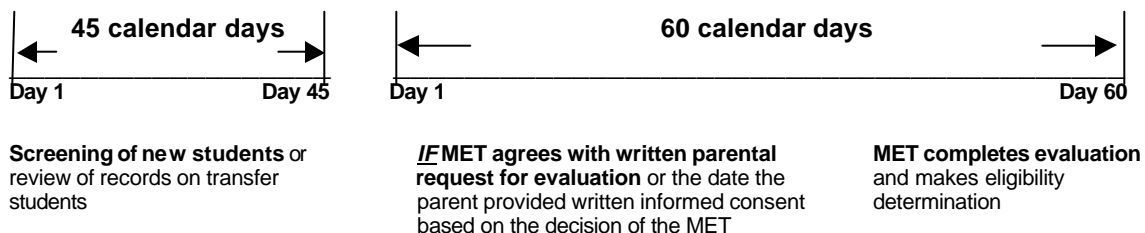
### District of Residence Timelines for Written Parental Request to Evaluate 3-5 Years Olds



**Note:** According to AZ Admin. Code R7-2-401. E.5.; **IF the MET agrees with written parental request for evaluation**, the district of residence has 60 calendar days to complete the evaluation from the **date of receipt** of the written parental request to evaluate. This suggests that districts of residence screen soon after receipt of a written parental request to evaluate and conduct the MET meeting (if warranted) in order to have more time to spend on the assessment process.

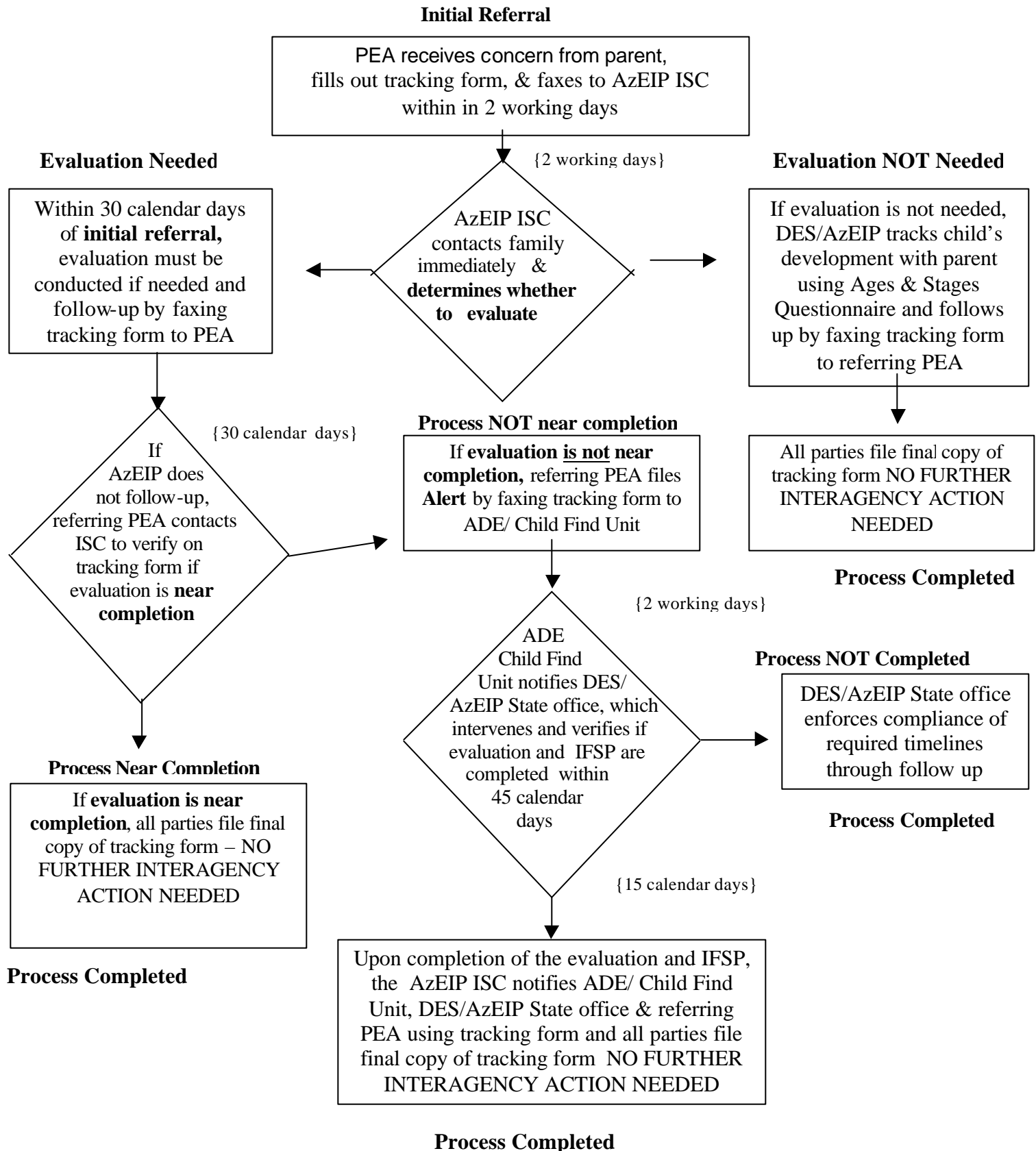
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### PEAs Timelines for Children 5-21 Years Old



**ELIGIBILITY DETERMINATION PROCESS**  
**For Referrals from PEAs to AzEIP ISCs for children Birth to 3 Years old**

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# **ELIGIBILITY DETERMINATION PROCESS** **For Referrals from AzEIP ISCs, Charter Schools, and Union High Schools to** **District of Residence (D.O.R.) for children 3 – 5 Years old**

## **Initial Referral**

AzEIP, Charter School or Union High School District  
 receives concern from parent, fills out tracking form, & faxes  
 to D.O.R. within 2 working days

{2 working days}

D.O.R.  
 screens child or  
 holds MET meeting  
 with parent to **determine**  
**whether additional**  
**data are**  
**needed**

### **Evaluation Needed**

Within 30 calendar days of  
 initial referral, D.O.R.  
 completes screening & follows-  
 up by faxing tracking form to  
 referring agency (leaving 30  
 calendar days to evaluate if  
 PEA received written parental  
 request to evaluate)

{30 calendar days}

If  
 D.O.R.  
 does not follow.  
 up, referring agency  
 contacts D.O.R. to verify on  
 tracking form **if screening**  
**is near completion** and  
 the evaluation  
 process is  
 starting

### **Process Near Completion**

If screening is near  
 completion, all parties file  
 final copy of tracking form -  
**NO FURTHER**  
**INTERAGENCY ACTION**  
**NEEDED**

### **Process Completed**

### **Process NOT Near Completion**

If screening **is not** near  
**completion** or evaluation process  
 has not started (if MET agreed  
**with written parental request to**  
**evaluate**), referring agency files  
**Alert** using tracking form by  
 faxing to ADE/Child Find Unit

{2 working days}

ADE/  
 Child Find  
 intervenes and  
 verifies **if evaluation is**  
**completed** within 60  
 calendar days of written  
 informed parental  
 consent to  
 evaluate

{30 calendar days}

Upon completion, D.O.R. notifies ADE/Child Find  
 Unit & referring PEA using tracking form & all  
 parties file final copy of tracking form - **NO**  
**FURTHER INTERAGENCY ACTION NEEDED**

### **Process Completed**

### **Evaluation NOT Needed**

If MET at D.O.R.  
 determines an evaluation  
 is not needed, D.O.R.  
 provides parent with prior  
 written notice & follows-  
 up by faxing tracking  
 form to referring agency  
 within 30 calendar days

All parties file final copy  
 of tracking form - **NO**  
**FURTHER**  
**INTERAGENCY**  
**ACTION NEEDED**

### **Process Completed**

ADE/Child Find  
 enforces compliance of  
 required timelines  
 through follow up

### **Process Completed**